

Macon FBLA Chapter Local Chapter Officer Agreement

One of the most rewarding experiences in FBLA is to serve as a chapter officer. Past officers have said it was an honor for them and that they benefited from it personally. It is an honor to serve only if the job is well done. To serve effectively, an officer must be dedicated to FBLA, possess superior leadership abilities, and be willing to devote time to do the job. All members giving consideration to applying for a local chapter office should study the following information carefully.

A. Qualifications for a Local Chapter Office

1. Officers must be a current member of the Macon FBLA Chapter.
2. Complete the attached officer application and return to a FBLA advisor.
3. Candidates must also take an FBLA knowledge test and complete an interview with community personnel. The fourth part of the application process involves a survey of the student's teachers to determine how they feel the student would perform officer duties. Students must score at least 60% on the total of all four areas in order to be considered as an officer candidate.

B. Chapter Officer Activities

1. Chapter officers are required to attend and participate in chapter activities, missing no more than three (3) chapter functions, including officer meetings.
2. Attendance at officer meetings is very important for preparing and carrying out all chapter activities.
3. If an officer has four or more unexcused absences, they will be removed automatically from the officer team.
4. Three tardies will be equal to one absence. The meetings start at 8:00 a.m. If an officer shows up at 8:05 to 8:10 a.m., they are considered tardy. Anything later than 8:10 a.m. is considered an absence.
5. In order to be counted as in attendance at the meeting, the officer must be in the room the meeting takes place in, not just in the building!
6. Events that would be considered excused:
 - a. Study session for another class
 - b. Illness
 - c. Car trouble
 - d. School work
 - e. Other school related activity
7. Officers must contact an advisor in advance or as soon as possible to be excused for any reason.
8. If an officer is not fulfilling their duties for that officer position, they can be removed at the discretion of advisors.

c. Commitment and Agreement

All officers of the Macon FBLA Chapter shall:

1. fulfill those duties of the office as described in the current FBLA guidelines and listed on the first page of this application.
2. demonstrate good citizenship at all times as outlined in the Macon Student Discipline Policy.
3. be enrolled in a full year business course during their term in office and maintain a C average.
4. serve as a member of the team, always maintaining a cooperative attitude.
5. be totally dedicated to the program of business and FBLA.
6. be willing to take and follow instructions as directed by those responsible for them.
7. through preparation and practice, develop themselves into effective public speakers and project a desirable image of the FBLA at all times.
8. regularly and on time, write all letters, thank you notes, reports, and other correspondence which are necessary and desirable.
9. accept and search out constructive criticism and evaluation of their total performance.
10. keep themselves up to date on all chapter activities.
11. constantly evaluate and improve themselves.
12. act as a desirable role model for FBLA members.
13. arrive early for meetings to prepare the room and give full attention to the business at hand during the meetings.
14. wear business dress (suits for girls and guys) at all chapter meetings.
15. not miss more than three (3) chapter meetings or more than four (4) officer meetings and/or other chapter activities.

Any officer not fulfilling the responsibilities of the office they hold shall be replaced by another member at the discretion of advisors.

Please fill out the next page of this packet, sign it, get appropriate signatures as indicated and return the signed sheet with your officer application form to a FBLA adviser by the due date of February 12, 2007.

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I have read and understand the above qualifications, commitments, and agreement. If elected to a local office, I will carry out my responsibilities in accordance with these statements and understand that I will be removed from office if I do not completely adhere to these standards for Macon FBLA Chapter Officers.

Signature of Applicant

Home Email Address

Home Address – Street

Home Address – City, State, Zip

Home Phone No.

Cell Phone Number

I believe that the applicant understands these requirements needed to perform as an FBLLA Local Chapter Officer and is willing and capable of meeting these requirements.

Signature of Parent/Guardian

Signature of School Administrator